

IDAHO FSMC (Food Service Management Company)
CHECKLIST QUESTIONS FY 2008-2009

Date:	Participant #:
School District/Sponsor:	Phone:
Superintendent:	NSLP Supervisor:

1. The School Food Authority (SFA) must retain signature authority for the following. Please indicate the name and job title of the School District employee who will be responsible for the following duties:

a. The agreement to participate in the NSLP, the SBP, and the SMP.

b. SFA's free and reduced price policy statement.

c. Monthly claim for reimbursement. _____

d. Determination of eligibility for free and reduced price meals and free milk in accordance with 7 CFR Part 245.

e. Verification. _____

2. How many food service employees will be FSMC employees?

3. How many food service employees will be School District employees?

4. Who will be authorized to order commodities?*

* If FSMC personnel will be authorized to order commodities, you are required to attach a letter from the superintendent, on district letterhead, delegating authority for ordering commodities on behalf of the school district to the FSMC. This letter is required each year at renewal time. The letter must clearly indicate who has responsibility for the ordering of commodities and what ordering procedures will be used; and who has responsibility for other activities such as storage and inventory control of commodities, as well as what storage and inventory control procedures will be used.